

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of January 3, 2022  
Council on Aging, Wayland Town Building  
41 Cochituate Road, Wayland, MA

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted via Zoom, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom.

The following members were present and participated remotely: Trustees Aida Gennis, Chair, Judy Dion, Leah Hart, Win Treese, and Library Director Sandy Raymond. Guest: Ben Keefe, Public Buildings Director. Absent; Trustees Courtney Conery, Sarah Hubbell

Call to order 9:01 a.m.

1. Public Comment: none

2. Implications of the Board of Selectmen application to Community Preservation Committee for \$238,500 of Community Preservation Act funds for exterior maintenance to the library building, including an historic preservation restriction to the library building. The Board of Selectmen decision to bundle the maintenance work needed for the building led to their application to the Community Preservation Committee to request \$238,500 for exterior maintenance and repair costs. CPC met to discuss the application. CPC members stated it would be difficult not to place an historic preservation restriction on the building if the application was funded with CPA funds. A restriction is not required with funding; however, the CPC has the ability to impose an historic preservation restriction with this funding.

Trustees considered the impact of an historic preservation restriction discussing: status of the Library as a living, functioning, public building; that no public building in town has an historic preservation restriction; such a restriction will likely cause higher costs, time delays, and impede proposed and future work to improve function, accessibility, service delivery; the restriction will bind current and future Trustees and the Town in perpetuity. Trustees have a strong voice in these decisions through their jurisdiction and fiduciary duty of the custody and management of the library. Trustees noted modifications and renovations have occurred throughout the life of the building to meet the needs of the public while maintaining the historic character and structure. Trustees reviewed checks and balances on work to the building including discussions with the Public Buildings Director, requesting input and funding from the BoS, and Town Meeting voting costs and design. Public Buildings Director, Ben Keefe confirmed there are no historic preservation restrictions on public buildings in Wayland, concerned that a restriction may impact future renovations and use of the building. The exterior maintenance costs are included in his capital budget for Town Meeting.

At ATM in 2018, Town Meeting members strongly supported improving the existing building and asking Trustees to do all Trustees can to improve it and provide better library services.

Trustees are concerned imposing an historic preservation restriction in perpetuity is too high and weighty a cost for the relatively small benefit of funding these exterior repairs and maintenance.

W. Treese moved: to respectfully request the Board of Selectmen, at their meeting tonight, withdraw their application before the Community Preservation Committee and that no article be forwarded to Town Meeting with an historic preservation restriction on the library building, AND to request the BoS support the capital budget of the Public Buildings Director for the library which includes the costs of the exterior maintenance and repairs.

J Dion seconded, vote, 4:0. A. Gennis will send letter to BoS today regarding the same.

3. Discussion with Ben Keefe, Director of Public Buildings, possible warrant article for ATM2022 for repairs and maintenance of the library building. Discussion around the Five-Year Capital Plan which outlines the projected maintenance work and timeline; BoS decision to bundle the maintenance and repair projects for time and cost efficiency. Maintenance projects reviewed and questions were directed to B. Keefe regarding next steps in this process. Costs for these capital projects are fully included in the capital budget presented to the Finance Committee. Trustees would like information on architects and drawings/diagrams, as available, before work. Article for possible warrant article to be discussed at next Trustee meeting.

Next Trustee meeting is Jan 12<sup>th</sup>, not the 19<sup>th</sup>.

4. Trustees reports and concerns. A. Gennis said the Board of Health has an agenda item tonight discussing a facemask advisory or mandate for the community.

5. Topics not anticipated by chair 48 hours in advance of meeting: none.

6. Adjourn: W. Treese made a motion to adjourn, J. Dion seconded. 4:0 vote to adjourn.

List of emails and documents for the meeting follows.

Next Meeting: Wednesday, January 12, 2022, 9:00 a.m.

Respectfully submitted by Leah Hart

Documents for the Meeting:

BOLT Agenda 2022.01.03

MGLC78sect11 Custody mgmt. Library

CPC agenda 2022.01.05.pdf

2022.01.03Ltr-BoSre-CPCapplicationv12.29.21DRAFT

CopyFY2023 5YRCIPS

WFPL 2021 Facilities Cap Projects chart

CPC Application Funds for Exterior 2022

Email from WT, 12/15/21, Link to WSPN story

Email from JD, 12/15/21, BLM at WMS

Email from SR, WFPL Policies

Email from AG, 12/15/21 CPA Application for preservation of doc's

Email from SR, 12/21/21, Director's Interim Report

Email from AG, 12/21/21, WFPL Mon Jan3, Trustees Mtg -Zoom

Email from AG, 12/28/21, WFPL revised agenda posted today

Email from AG, 12/30/21, WFPL – Trustee Mtg Jan 3 reminder

Email from AG, 12/30/21, WFPL- Zoom invite already sent to Trustees  
Email from AG, 12/31/21, WFPL – Monday Jan 3 meeting quorum of 4  
Email from AG, 1/2/22, WFPL, Trustee Meeting Jan 3 reminder

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The following members were present and participated remotely: Aida Gennis, Chair, Courtney Conery, Judy Dion, Leah Hart, Sarah Hubbell, Win Treese, and Library Director Sandy Raymond. Guest: Ben Keefe, Public Buildings Director, Town of Wayland

Call to order 9:04 a.m.

- 1. Public Comment:** none.
- 2. Review and approval of Meeting Minutes, possibly including, but not limited to December 15, 2021 and January 3, 2022.** J. Dion made a motion to approve both the December 15, 2021, and January 3, 2022, minutes. W. Treese seconded. Vote: 6:0.
- 3. Monthly Reports: Financial/Statistical Reports, Director's Monthly Report, Interim Report.** No discussion on financial reports. S. Raymond noted that circulation numbers continue to increase. A. Gennis noted MBLC looking for more cost-effective ways to secure digital copies of books for libraries. S. Raymond reported that almost all programming has transitioned back to virtual due to increase in Covid cases, and libraries in Lincoln and Stowe have transitioned back to curbside pick-up only. Staffing is back to normal levels, but S. Raymond is still working to staff a library assistant position in the Children's Room.
- 4. Invited guest, Public Buildings Director Ben Keefe, discuss scope of bundled capital projects (library) article for ATM, vote the question of approval.** B. Keefe strongly recommends hiring DiGiorgio Architects, Inc to design the ADA improvements, HVAC updates, etc. B. Keefe reminds Trustees this is just maintenance and repairs needed for the building and does not preclude the Library from moving to a new building, but these improvements need to be made. J. Dion asked if a non-fossil fuel option could be considered for replacing the HVAC system. B. Keefe says yes, they will work to find the HVAC solution with the smallest carbon footprint. B. Keefe stated Loker school is getting roof top heat-pumps with gas system as back-up. A. Gennis reminded all the Mass. Board of Library Commissioners strongly encourage non-fossil fuel options. A. Gennis asked if architect can enlarge the parking lot door entrance so it is not just a landing. B. Keefe says, yes this will be considered, along with if it's possible or necessary to move location of elevator. B. Keefe reiterated that this project, as outlined, does not meet the long-term needs of the Library for the Town, this is simply taking care of long-overdue and necessary maintenance, bundling these for efficiencies of cost and time. W. Treese made a motion to authorize Ben Keefe, Public Buildings Director, Town of Wayland, to use DiGiorgio Architects, Inc., as the architect of record for the Wayland Free Library Repairs, Maintenance and Improvement project. L. Hart seconded. 6:0 vote.

J. Dion volunteered to work with A. Gennis and S. Raymond on Proposer's Comments. J. Dion expressed concern that any improvements done recognize the historical significance of the building. B.

Keefe noted that language regarding historical significance of the building could be added to the Proposer's Comments. L. Hart stated she believes these long-needed maintenance and repairs to the building should be included in the Town Budget and not need a separate article at ATM for them to move forward. Trustees agreed, and that their preference is for repairs and maintenance be funded through the omnibus budget, but submitting the article allows another way to fund the project if necessary, and the need for the article may not be clear before the submission deadline. W. Tresse expressed concern at getting more detail about the project needs into the article description. B. Keefe explained that the process for article submission has changed this year, that Town Counsel will draft final wording. S. Hubble agrees with W. Treese but says B. Keefe is doing what was asked by the Town. W. Treese noted omission of "end" of useful life for HVAC system in description.

C. Conery made a motion to submit the Wayland Free Public Library Repairs, Maintenance and Improvements Article to the 2022 ATM Warrant, if needed, with edits to the Proposer's Comments to explain the need more fully for these projects. J. Dion seconded. 6:0 vote.

5. **Discuss, vote the question of approval: letter to Board of Selectman, funding capital projects, possible debt exclusion.** Trustees discussed submitting a letter to the BoS asking that the deferred maintenance and repairs needed at the Library be included in the Town's omnibus budget and not in a separate Article for vote at ATM. W. Treese and L. Hart pointed out that the only reason the cost is so high, is because several small projects have accumulated over time, and it was recommended to bundle these into one project for efficiencies. W. Treese made a motion to authorize A. Gennis to draft a letter to the Board of Selectman asking that the deferred maintenance and repairs needed at the Library be considered as a debt exclusion if needed and prefer its inclusion in the Omnibus budget. L. Hart seconded. 6:0 vote.
6. **Falvey Finishing Co., invoice #44097, \$300, repairs to round room sofa, vote the question of approval.** L. Hart made a motion to approve the invoice #44097 for \$300 from Falvey Finishing Co., for repairs to the round room sofa. J. Dion seconded. 6:0 vote.
7. **Updated policies, discuss, vote the question of approval:**
  - **Bulletin Boards and Materials Distribution (last update 2011)** – Trustees discussed content and A. Gennis made a motion to approve the updated policy as discussed with these edits: removing the word "approved" in the second paragraph, adding language about materials for distribution, in the second paragraph changing period to a comma after the word "stamped," adding to the last paragraph, the number 8 line on the former Policy on Distributing and Posting that was approved 5/18/2011. Seconded by C. Conery. 6:0
  - **Acceptable Behavior (revision) (last update: 2019)** – Trustees discussed proposed changes. C. Conery made a motion to accept all new language with the exception of the last sentence in section 3. f.: "Please refer to our Solicitation and Nomination Papers Policy." L. Hart seconded. 6:0 vote.
  - **Petitions and Nomination Papers (new 2022)** – S. Raymond to discuss further with Town Administrator.
8. **Director's annual review process, discuss tool, timeline.** Passed over.
9. **Covid 19's impact on library services and operations, updates including Town actions, increased case counts.** Passed over.
10. **2022 Y23 Action Plan, discuss progress.** Passed over.

**11. Trustees reports and concerns.** A. Gennis noted that on January 3, 2022, the Board of Selectmen voted to withdraw their application to CPC for funds for Library exterior maintenance and repairs; an article for funds from the CPC for the preservation of additional Library materials has been increased by \$2030 and approved by the CPC; Trustee's annual campaign finance form needs to be filed at Town Clerk by Jan. 20.

**12. Topics not anticipated by chair 48 hours in advance of meeting:** none.

**13. Adjourn:** W. Treese made a motion to adjourn, S. Hart seconded. 6:0 vote to adjourn. Meeting adjourned at 11:05 a.m.

List of emails and documents for the meeting follows.

**Next Meeting:**

*Wednesday, February 16, 2022, 9:00 a.m.*

*Respectfully submitted by Courtney Conery*

**Documents for the Meeting:**

BoLT-Bos-CPC-Application-2022\_01\_03.pdf  
@Trustees Circ Stats FY22.xlsx  
Summary Reports for Trustees as of 20220106.pdf  
20220112 BoLT Agenda.pdf  
FY2023 5YR & CIPs – summary.xlsx  
FY23 Lib HVAC System Upgrade.xlsx  
FY23 Lib Layout Rehab.xlsx  
FY23 ADA Improvements.xlsx  
FY23 Lib Exterior Paint Seal.xlsx  
FY23 Lib Wastewater Connection.xlsx  
Round Room Couch repair.pdf  
WFPL Policies Overview.xlsx  
Acceptable Behavior 2019.pdf  
Acceptable Behavior DRAFT revision 20220112.docx  
Distribution-solicitation\_rev2011.doc  
Bulletin Boards & Materials Distribution DRAFT.docx  
Petitions and Nominations Papers Policy DRAFT.docx  
Summary Reports Other for Trustees as of 20220106.pdf  
Trustee Sample Director Evaluation.docx  
COVID Library response timeline.xlsx  
FY2022 Action Plan with Progress.docx  
20220112 BoLT dr.pdf  
2022.01.03\_Draft\_BoLTmins.docx  
2022-01-10 14-35.pdf  
Updated Memo for Meetings.docx  
Non-Union Dept Head-Mgr 1 yr blank.docx  
RHPL-director-eval MBLC sample 3 10.2021.doc  
DRAFT KK Library Article Submission From ATM 2022.docx

Email from AG, 01/03/22, WFPL - letter to BoS

Email from AG, 01/03/22, WFPL—

Email from SR, 01/03/22, Re: WFPL—

Email from SRH, 01/04/22, Wayland Circ Stats FY22 Dec 2021

Email from EB, 01/06/22, Library Budget Reports

Email from SR, 01/06/22, 20220111 BoLT Agenda and supporting documentation

Email from EB, 01/06/22, Re: Library Budget Reports

Email from SR, 01/06/22, 20220112 BoLT supporting documentation

Email from SR, 01/06/22, Friday, January 7 - snow day

Email from LH, 01/09/22, WFPL BoLT 2022.01.03 Draft minutes

Email from AG, 01/10/22, WFPL - quorum check - Jan. 12 Trustee meeting @ 9 a.m. -

Email from LH, 01/10/22, Fw: BoLT / Campaign Finance Report

Email from SR, 01/11/22, Memo regarding Board and Committee Meetings

Email from AG, 01/11/22, WFPL - for tomorrow's meeting

Email from AG, 01/12/22, WFPL- for today's meeting

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The following members were present and participated remotely: Aida Gennis, Chair, Judy Dion, Leah Hart, Sarah Hubbell, Win Treese, and Library Director Sandy Raymond. Guest: MJ Wright, Bibliographic Librarian, Wayland Free Public Library. Absent: Trustee Courtney Conery.

Call to order 9:03 a.m.

1. Public Comment: none.
2. Review and approval of Meeting Minutes, possibly including, but not limited to January 12, 2022. S. Hubbell made a motion to approve the January 12, 2022 minutes with minor typographical edits. L. Hart seconded. Vote: 5:0.
3. Monthly Reports: Financial/Statistical Reports, Director's Monthly Report, Interim Report. At present, 60% of the fiscal year is completed. Expenditure of Training and Education funds for staff course work is noted. S. Hubbell asked about the status of expenditures ordinarily covered by the Friends programming budget, which Trustees are funding through FY22. S. Raymond reported these Trustee funds have not yet been accessed. Circulation statistics continue to surpass the 2019 performance; circulation of hardcover books at all levels is steady or increasing, YA circ is stronger than other levels. A. Gennis noted the Director's Interim Report, Jan. 26, 2022: new glass in all apse windows, status of neighboring libraries re: Covid's effect on services, and more. S. Raymond gave a tour of the building to Interim Town Manager, Stephen Crane. Insurance inspectors will conduct an annual review of the building tomorrow. S. Raymond reported book storage crates will arrive next week for temporary storage of materials in the Raytheon Room, materials will be available for browsing. A. Gennis reminded Trustees of an upcoming program with Trayvon Martin's mother, Sybrina Fulton, hosted in collaboration with the Belmont Library and other libraries and organizations. Instead of a Wayland Reads program, there will be a collaboration with other libraries for a joint read, more information will be forthcoming. S. Raymond has interest in refreshing the website, has contacted Sterling, our website designer, for a quote, and noted several quotes will be needed for comparison.
4. Updated Policies, discuss, vote the question of approval: Petitions and Nomination Papers, Acceptable Behavior, Use of Meeting Room. Use of Meeting Room draft reviewed, discussion will continue to consider elimination of meeting room fees, other fees. Trustees asked how neighboring libraries address these. Petitions and Nomination Paper and Acceptable Behavior policies, waiting for input from Town Counsel before further discussion.
5. Vote to approve Rent-a-Crate invoice to pack up Children's Room in order to install new mobile shelving S. Raymond presented information regarding quote #601377-7 to rent 30 crates

for three weeks, \$2,870.00. S. Hubbell moved to approve the Rent-A-Crate quote #601377-7, \$2,870, to be funded from State Aid. W. Treese seconded. Vote: 5:0.

6. Director's annual review process, discuss tool, timeline. A. Gennis described the process, the same as last year, confirmed by Human Resources, vetted with Town Counsel. S. Raymond is mindful that it does not reflect a full year, and will add her comments in her self-evaluation. Evaluation tools discussed were MBLC/ Hatfield Library form, Town of Wayland Non-Union Dept Head form, and Rochester Hills Library form. S. Raymond and Trustees prefer the MBLC tool and rating scale. The Rochester Hills evaluation, page 3, includes additional categories missing from the MBLC form: an overall performance rating, organization goals, and personal development goals for the director in coming year. S. Raymond suggested adding the overall performance rating and goals section to the MBLC tool. W. Treese proposed combining the MBLC evaluation tool with the 3<sup>rd</sup> page of the Rochester Hills evaluation tool, to include: overall performance rating, organization goals, personal development goals for director; and for consistency, applying the MBLC rating scale to this 3<sup>rd</sup> page. Trustees appreciate adding a 0 option to the numerical scale (n/a, not enough information to respond), if used, the denominator should be changed to reflect this. The number of "0" responses will be reported by question to Trustees, to assist in refining the form for the future. Trustees and Director agreed to the criteria and system of rating to evaluate Director's performance. W. Treese will combine the two documents into one evaluation tool. Timeline was reviewed noting at the next meeting Trustees will receive the evaluation tool and the Director's self-evaluation for their consideration in completing their evaluation.

7. TM articles, discuss, possible vote

CPC articles update, MJ Wright, Bibliographic Librarian, discussed document preservation article, funded at ATM21: preservation work is completed, payment will occur next week; information will be digitized and accessible online. Document preservation article ATM22 incorporates the recommendation of the Roving Archivist for the preservation, storage and retrieval means for several important items, and includes acquiring a new storage case. Future needs for funding, furniture/displays have not been determined, possible additional maps and record books preservation would be considered in the future. MJ Wright explained, the collection of items in the Cage is small, has been evaluated by the Roving Archivist, and a more in-depth evaluation is not needed at this time. Another person working on some aspects of this may be helpful.

Asked about the plans for a 175th Anniversary of the Library, March 6, 2023, noted in the application for preservation funds, MJ Wright commented that on this anniversary date the Town signed a document stating we wanted to have a public library. MJ Wright sees this as an opportunity to celebrate the library's history with the Town's residents; she encouraged Trustees and Friends to be creative to celebrate. Brandeis students are working on the history of the library, have funding for this, will produce a paper. The library may consider printing the paper and providing online access. MJ Wright mentioned there may be a future request to print a book of maps.

Update on article for maintenance and repair for the library building, ATM22. The Finance Committee, at present, has funds for the maintenance and repair work, in the omnibus budget where Trustees believe they should remain. Trustees strongly prefer a debt exclusion not be the vehicle to fund repairs and maintenance. Selectmen will discuss which articles to consider for a debt exclusion. S. Hubbell moved to withdraw the article from submission to the warrant should

the BoS keep funds in the omnibus budget. W. Treese seconded. Vote 5:0. A. Gennis will inform the BoS and FinCom.

A. Gennis and J. Dion will write Proposer's Comments. If BoS has not voted status of the article, whether to insert or not in the warrant by the March 7 deadline for submission, A. Gennis will submit Comments by that deadline.

8. FY2022 Action Plan, discussion of progress. Trustee action items to be reviewed for clarity and responsibility. W. Treese questioned actions required of Trustees under several action items. He will review and bring thoughts/concerns to the next meeting.

9. Covid 19's impact on library services and operations, updates including Town actions, increased case counts. Passed over.

10. Trustees reports and concerns. A. Gennis brought to Trustees attention an upcoming online Implicit Bias Training. The chair of the Human Rights, Diversity, Equity, Inclusion Committee invited all Boards and Committee members and town staff to this online training. A. Gennis noted the Library was co-sponsor, Trustees should attend. Suggestion for staff to alert Trustees of programming where library is co-sponsor. It was an excellent program, with over 100 people in attendance. Another presentation is coming up with Treyvon Martin's mother's, Sabryna Fulton, through another collaboration with neighboring libraries. BoS Governance guidelines distributed to Chairs to distribute to Trustees.

12. Topics not anticipated by chair 48 hours in advance of meeting: none.

13. Adjourn: W. Treese made a motion to adjourn, S. Hubbell seconded. 5:0 vote to adjourn. Meeting adjourned at 10:30 a.m.

List of emails and documents for the meeting follows.

Next Meeting:

Wednesday, March 16, 2022, 9:00 a.m.

Respectfully submitted by Leah Hart

Documents for the Meeting:

Acceptable Behavior 2022.pdf

Bulletin Boards and Materials Distribution2022

@Trustess Circ Stats FY22

20220216 BoLTdr.pdf

Petitions and Nomination Paper Policy Draft.pdf

Acceptable Behavior Draft revision 20220112.docx.pdf

MBLC Director Evaluation

RHPL\_Director\_Eval MBLC

Draft Library Article JD

20220216 BoLT agenda

WFPL Policies Overview

Acceptable Behavior 2022

RentACrate Final Quote

NonUnion Dept Head \_mgr\_1year

2021 atm\_articles\_as\_submitted

FY2022 Action Plan with Progress

Meeting Room Use Policy Draft March 2020

Lib Dir Annual Review BoLT process for 2022

ATM2022 Hist Docs Preservation p61

WFPL article for Library

Governance Guidelines BoS 2021.08.30 updates

2022.01.12.BoLTmin

WFPL\_Ltr to BoS re-costs Library repairs 2022.02.15

Email from AG, 1/21/22, WFPL -Flier Attached

Email from SR, 1/26/22, Directors Interim Report 20220126

Email from AG, 1/27/22, WFPL\_invitation\_fwd HRDEI Implicit Bias Training

Email from SR, 1/27/22, WFPL, WFPL willl not open on Saturday(1/29)

Email from SR, 1.28.22, WFPL will be closed Saturday and Sunday

Email from SR, 2/02/22, Wayland Reads Format is changing and date

Email from SR, 2/03/22, WFPL closed Friday

Email from SRH, 2/09/22, Wayland Circ Stats FY22 Jan

Email from AG, 2/10/22, WFPL quorum and time constraint check

Email from SR, 2/10/22, 20220216 BoLT agenda & supporting documentation

Email from SR, 2/10/22, Late Breaking News

Email from AG, 2/15/22, WFPL\_Trustees Mtg Wed Feb 16 at 9am

Email from CC, 2/15/22, Jan 12 BoLT min for review

Email from AG, WFPL Letter to BoS re library repair costs

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The following members were present and participated remotely: Aida Gennis, Chair, Judy Dion, Leah Hart, Sarah Hubbell, Win Treese, and Library Director Sandy Raymond. Absent: Trustee Courtney Conery.

Call to order 12:06 p.m.

1. Public Comment: none.
2. Review and approval of Meeting Minutes, possibly including, but not limited to February 16, 2022. S. Hubbell made a motion to approve the February 16, 2022 minutes with minor typographical edits. W. Treese seconded. Vote: 5:0.
3. Monthly Reports: Financial/Statistical Reports, Director's Monthly Report, Interim Report. Circulation statistics for all materials is strong (albeit lower than for the month of January but February is a shorter month). Budget expenditures continue at an appropriate pace, with 69% of the fiscal year completed and 67% of the budget having been spent. A question was posed about the costs associated with the new shelving in the Children's Room; minor delays of small components necessitated extending storage crate rentals, thereby increasing the overall project cost by a modest amount (\$500). New shelving costs are not reflected in this year's budget as they were approved and included in last year's budget. Two interim Director's Reports were received. New shelving for the Children's Room has been received and installed to great acclaim. Benefits include: improved sight lines; easier access to materials by both children and adults; easier social distancing; vastly increased natural light.
4. Updated Policies, discuss, vote the question of approval: Acceptable Patron Behavior and Petitions and Nomination Papers. What had been one Policy has been divided into two separate policies. 1) Acceptable Patron Behavior: Town Counsel has reviewed and added helpful comments. W. Treese moved to approve Policy; L. Hart seconded. Vote 5-0. 2) Petitions and Nomination Papers: Town Counsel reviewed and added helpful comments, W. Treese noted the appropriate addition of a disclaimer. W. Treese moved to approve Policy; S. Hubbell seconded. Vote 5-0.
5. Wayland Reads. Instead of a Wayland Reads program this year, Trustees agree to collaborate with other libraries for a joint reading event. Currently, 20 MetroWest libraries will participate in "ONE Read" event to be held on October 6, 2022 where author Gish Jen will discuss her book, *Thank you, Mr. Nixon*. Since the Wayland Reads program was brainchild of Library Trustees, Director S. Raymond requested Trustee funds to purchase 30-50 copies of Jen's book to distribute to patrons. Approximate cost will be \$450 - \$750. A vote was deferred to April's meeting so Director Raymond can solidify expenses.

6. Director's annual review process, Evaluation tool, timeline. A. Gennis described the process, the same as last year, confirmed by Human Resources. The agreed-upon Library Director Evaluation Tool FY2022 (a compilation of 2 previously reviewed documents) and other supporting documentation was circulated on March 13, 2022. Director's Self-Evaluation was circulated on March 14, 2022. Completed Trustee reviews should be submitted to Chris Costello, Town Management Analyst, no later than 4:30pm on March 30, 2022.

7. FY22 Action Plan: W. Treese modified the existing document to indicate which other parties might be involved or impacted but do not have responsibility for executing. Other parties are now listed in italics, in order of priority. Treese stressed that modifications are only for presentation and to provide context, not for substance. Trustee reaction was positive.

8. Covid 19's impact on library services and operations. Director S. Raymond distributed updated Response Timeline, a helpful document showcasing monthly data points/achievements/adaptations of Library staff to safely service Library patrons. Raymond relayed hybrid programming (both in-person and online) has been very successful; book groups and adult programming, in particular, take great advantage. Children's Storytime and ESOL programming are both conducted in-person and in the library. Capacity for the Raytheon Room currently set at 25 people; that number may increase to 50 when restrictions are lifted. Library policy still requests wearing of masks, in deference to children too young to be vaccinated and staff. That request will likely be removed when infection rates are in the single digits per 100,000 people. Peer towns are mostly mask-optional. Raymond highlighted the purchase of an OWL, an all-in-one camera, mic, and speaker to facilitate hybrid meetings. Sensitive to sound, the OWL will pivot to the speaker, capturing that speaker on video (and audio). It is portable so can be used beyond the Raytheon Room.

9. Trustees reports and concerns. A. Gennis updated Trustees about their submitted article for Annual Town meeting. Trustees requested of the Select Board that Trustees' submitted article for funding repairs and maintenance for the building not be included in the ATM22 Warrant if funding remains in the operating budget. The Select Board voted on March 7 to not include the article in the warrant, and that funding remain in the operating budget. It was suggested that a Q&A sheet be developed to help educate town voters on the importance of these projects. J. Dion and A. Gennis offered to draft a Q&A with S. Raymond. The topic of refreshing the Library website will be added to the meeting agenda for April. The Director received a proposal for this work.

10. Topics not anticipated by chair 48 hours in advance of meeting: none.

11. Adjourn: W. Treese made a motion to adjourn, S. Hubbell seconded. 5:0 vote to adjourn. Meeting adjourned at 12:52 p.m.

List of emails and documents for the meeting follows.

Next Meeting:

Wednesday, April 13, 2022, 9:00 a.m.

Respectfully submitted by Sarah Hubbell

Documents for the Meeting:

Director's Report  
Cost Estimate for WR books to distribute  
Acceptable Patron Behavior Policy  
Petition and Nomination Papers Policy  
FY2022 Action Plan with progress  
COVID timeline update  
Library Director Review, BoLT Process for FY22  
Director's Self-Evaluation  
Library Budget Reports  
Circulation Stats  
Conceptual Action Plan Tracking Report  
WFPL Library Director Evaluation Tool FY22  
Library's Annual Report 2021 to the Town of Wayland, ToW Annual Report 2021 p. 58  
Library's Strategic Plan 2020-2025  
Library Director Job Description, 2016  
Trustee Performance Goals for this performance year  
FAQ from the Attorney General's Office

Email from SR, 2/24/22, Directors Interim Report 20220224  
Email from SR, 3/4/22, Directors Interim Update 20220304  
Email from LH, 3/10/22, WFPL BoLT February 16 2022 minutes for review  
Email from AG, 3/11/22, WFPL Trustee Meeting  
Email from SR, 3/11/22, 20220316 BoLT agenda and supporting documentation  
Email from EB, 3/14/22, Library Budget Reports  
Email from SR, 3/14/22, Director's Self-Evaluation 2022  
Email from SRH, 3/14/22, Wayland Circ Stats Feb 2022 FY22  
Email from WT, 3/14/22, BoLT: Proposed minor changes to Action Plan  
Email from AG, 3/13/22, WFPL—For Wed. March 16 Trustee Meeting from 12 Noon – 1PM, evaluation information

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of April 13, 2022  
Raytheon Room, Wayland Free Public Library  
41 Cochituate Road, Wayland, MA**

The following members were present: Aida Gennis, Chair, Courtney Conery, Judy Dion, Leah Hart, Sarah Hubbell, Win Treese, and Library Director Sandy Raymond. Guest: Courtney Michael, Programming Librarian

Call to order 9:05 a.m.

1. **Public Comment:** none.
1. **Review and approval of Meeting Minutes, possibly including, but not limited to March 16, 2022.** W. Treese made a motion to approve the March 16, 2022, minutes. L. Hart seconded. Vote: 6:0.
2. **Monthly Reports: Financial/Statistical Reports, Director's Monthly Report.** S. Raymond reported that Hoopla use is back to pre-pandemic levels; circulation overall remains strong. Trustees reviewed WFPL financials and funds. Trustees reviewed the Director's Interim Report of March 25, 2022 with a patron's thanks for the "Staff picks" book suggestions, and the Director's thanks to Trustees for their contribution toward the purchase of the mobile shelving which allowed the reconfiguration of space in the Children's Room. The Director's Report notes an application for an LSTA grant has been submitted for an archival quality display case to display items in the archive.
3. **Discuss parameters and considerations for meeting room use and library.** Courtney Michael, Programming Librarian, joined the meeting to provide Trustees with a status update on Library programming, implementation, and challenges. C. Michael noted that most programs are using a hybrid (part zoom/part in-person) approach for attendees. L. Hart commended C. Michael for her excellent work providing programming in a hybrid setting.  
S. Raymond suggested changing the name of the meeting room from Raytheon Room to "Community Room" as Raytheon no longer has a presence in Town. Trustees discussed the "Community Room Use Policy."  
Trustees discussed the "Library Program Policy." J. Dion raised issue with attendance limits. Trustees noted there is no stated role for Trustees in the policy and suggested Town Counsel review and advise. J. Dion asked that the statement and placement in the Guidelines section discussing endorsement of programming be reviewed by Town Counsel.  
A. Gennis summarized concerns and asked S. Raymond for Town Counsel's review of the policy and in particular of the following: accessibility statement; program selection criteria; program objectives and breadth criteria; attendance limitations; endorsement disclaimer; Trustees role.  
S. Raymond will also define "Library" as Library Director, Board of Library Trustees and Library Staff at the beginning of the policy. C. Michaels to revise Funding section to make clear where Program funding is coming from.
4. **Land acknowledgement statement, discuss.** C. Michaels presented slides about Land Statements, their origins, use, etc. Trustees reviewed and supported the concept of a Land Acknowledgement Statement to the WFPL website, presentations, etc, and will discuss further.

- 5. Library website, update & refresh, discuss.** S. Raymond and Trustees reviewed a proposal for a website refresh by Stirling. S. Raymond to have staff and Trustees provide feedback on website pain points, wishes, etc. in advance of a meeting with Stirling.
- 6. Library request for funds for repairs, maintenance for the building, update, if any.** A. Gennis reminded Trustees funding for Library repairs and maintenance are included in the Omnibus budget. J. Dion drafted an informational sheet about the needed Library Building repairs and maintenance. A. Gennis will review with B. Keefe. S. Raymond will share with staff and Trustees.
- 7. Covid19's impact on library services and operations, updates including Town actions, case counts.** A. Gennis thanked S. Raymond for providing this continuing report to Trustees.
- 8. Trustees reports and concerns.** S. Hubbell provided a brief update on status of The Friends, future fundraising efforts, and the upcoming Children's Book Sale. Trustees noted that the sale is scheduled during Town Meeting. S. Hubbell, as Treasurer of the Friends, and S. Raymond asked Trustees to extend the deadline to use Trustees' funds for programming through FY23. A. Gennis noted that the architect for the Library maintenance projects will commence the anticipated design work after Town Meeting. Trustees gave heartfelt thanks and appreciation to Trustees Courtney Conery and Sarah Hubbell who are stepping off the BoLT. Courtney and Sarah provided tremendous service to the BoLT and Library as we navigated these past three years marked by the Covid-19 pandemic.
- 9. Topics not anticipated by chair 48 hours in advance of meeting:** none.
- 10. Adjourn:** W. Reese made a motion to adjourn, J. Dion seconded. 6:0 vote to adjourn. Meeting adjourned at 11:18 a.m.

List of emails and documents for the meeting follows.

**Next Meeting:**

*Wednesday, May 18, 2022, 9:00 a.m.*

*Respectfully submitted by Courtney Conery*

**Documents for the Meeting:**

@Trustees Circ Stats FY22.xlsx  
20220316BOLT mins clean.docx  
Summary Reports for Trustees as of 20220407.pdf  
Summary Reports Other for Trustees as of 20220407.pdf  
20220413 BoLT Agenda.pdf  
20220413 BoLT dr.pdf  
Library Program Policy DRAFT.pdf  
Meeting Room Use Policy DRAFT March 2020.pdf  
Wayland Free Public Library – SOW#006 Website Refresh.pdf  
WFPL ATM 2022 Renovations FAQ.docx  
COVID Library response timeline.xlsx  
20220316BOLT mins clean v2.docx

**Emails for the Meeting:**

Email from AG, 03/17/22, Re: WFPL -- For Wed. March 16 Trustee Meeting from 12 Noon - 1:00 PM, evaluation information  
Email from SR, 03/17/22, A program for Trustees  
Email from SH, 03/17/22, Re: A program for Trustees  
Email from SR, 03/25/22, Director's Interim Report 20220325

Email from AG, 03/29/22, WFPL — reminder evaluations  
Email from SRH, 04/04/22, March 2022 FY22 Circ Stats  
Email from SH, 04/06/22, WFPL - meeting minutes 3.16.22  
Email from EB, 04/07/22, Library Budget Reports  
Email from SR, 04/07/22, 20220413 BoLT Agenda and supporting documents  
Email from AG, 04/12/22, WFPL — start time reminder Wed. April 13 @ 9:00 a.m.  
Email from SH, 04/13/22, WFPL - meeting minutes 3.16.22

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of May 18, 2022  
Council on Aging, Wayland Town Building  
41 Cochituate Road, Wayland, MA

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted via Zoom, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda and Town Website. Public Comment was available by a 'hand raise' on Zoom.

The following members were present and participated remotely: Aida Gennis, Chair, Judy Dion, Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Library Director Sandy Raymond.

Call to order 9:06 p.m.

1. Public Comment: none.
2. Greet new Trustees. New Trustees Elaine Donnelly and Elisa Scola were welcomed. A. Gennis reviewed Mass. General Laws Ch. 78, the role and responsibilities of the Trustees; the role of and Trustees' interface with the Mass. Board of Library Commissioners, other state agencies, the American Library Association; Town's new governance through a Town Manager form of government, and an overview of Trustee resources
3. Review and approval of Meeting Minutes, possibly including, but not limited to April 13, 2022. L. Hart made a motion to approve the April 13, 2022 minutes. J. Dion seconded. Vote: 6:0.
4. Monthly Reports: Financial/Statistical Reports, Director's Monthly Report, Interim Report. Circulation statistics for materials showed Adult leveling off and Juvenile dramatically up possibly due to the school vacation week in April. Curbside bag count has gone from 1784 in August 2020 to 171 bags per month. While the total count has decreased significantly, it remains an important service for some. Hoopla and Overdrive are still well used by patrons. In person programming is gradually returning. Fund reports: balances have gone down a bit due to the changes in the financial markets. Fiscal year ends June 30<sup>th</sup>. A Wayland Girl Scout Troop proposes installing a pollinator garden at the library; awaiting further proposal details: plan, site, plants, maintenance of the area. An Interim Director's Report dated 5/5/2022 was received updating the Covid19 response timeline.
5. Discuss, vote the question to extend the Trustees'October 20, 2021 vote of \$10,000 to fund the Friends of the Library FY22 contribution shortfall through FY23. A motion was made to extend the expenditure of \$10,000 of Trustee Funds voted and approved on October 20, 2021, (\$5,000 from Library Gifts, \$5,000 from the Draper Fund), through the end of FY23, to be used for museum passes, library programming, and materials for library programming. W. Treese moved the motion; J. Dion seconded; vote 6-0
6. Discuss, vote the question of approval on two policies: Community Room Use, Raytheon Room and Library Program Policy (new). Discussed updating the policy name to Raytheon Community Room Use Policy to clarify the function of the single meeting room at the Library. S. Raymond will review the history of the Raytheon gift. Trustees discussed edits and questioned if the room reservation user group needed to be revealed and posted online. S.

Raymond will follow up with Town Counsel. Library Program Policy passed over and will be discussed at a future meeting.

7. Discuss: Town Meeting results, Covid 19 updates, Library website update & refresh. W. Treese, S. Raymond and Library staff discussed website improvements with website designer, Stirling Brandworks, which constructed the current website. Trustees discussed the cost/benefit of a refresh vs. a greater overhaul of the website. Considerations discussed: age of current website (at least 10 years old); changes in technology; website refresh is a lower cost and faster result, but a greater overhaul likely needed in a few years; it may be prudent to do a larger overhaul rather than a refresh; online resources and programming are important functions and depend on up to date technology; a step in significantly modernizing services. A. Gennis reminded Trustees the MBLC advises that programming is now 50% of a library's services, libraries should plan accordingly.

Stirling has done many Library websites. Trustees will review area websites, among them Newton, Sudbury, Weston, and Lincoln, and send comments to S. Raymond. Discussion to be continued at a future meeting. Potential cost of a full overhaul may cause the project to go out to bid.

ATM: Library repair and maintenance costs were approved in the Omnibus Budget, the preservation of additional historical documents as presented in Article 28 was approved by a unanimous vote. Covid levels are increasing, the schools are masking up this week. S. Raymond will send Trustees information on the Juneteenth programing, update website with Equity and Inclusion information, FY22 Action Plan update.

8. Trustees reports and concerns. none.

9. Topics not anticipated by chair 48 hours in advance of meeting: none.

10. Adjourn: W. Treese made a motion to adjourn, J. Dion seconded. 6:0 vote to adjourn. Meeting adjourned at 10:36 a.m.

List of emails and documents for the meeting follows.

Next Meeting: Wednesday, June 15, 2022, 9:00 a.m.

Respectfully submitted by Leah Hart

Documents for the Meeting:

Director's Report

COVID timeline update

Library Budget Reports

Circulation Stats

WFPL ATM 2022 Library Repair

20220518 BoLT Agenda

20220518 BoLT Agenda revised

Library Program Policy Draft

Meeting Room Use Draft final

4/13/22 Draft BoLT mins

SOW #006 Website Refresh

20220518 BoLT dr

Email from SR, 4/13/22, Courtney offered to share Land Acknowledgment slides  
Email from SR, 4/13/22, Website comments  
Email from AG, 5/2/22, BoH Public Hearing May 2 for new septic and wastewater treatment  
Email from SR, 5/5/22, Director's Interim Report  
Email from EB, 5/6/22, Budget Reports  
Email from AG, 5/11/22, WFPL-Library building maintenance, repairs  
Email from SR, 5/12/22, BoLT Agenda and supporting documents  
Email from SRH, 5/13/22, Wayland Circ Stats April 2022 FY22  
Email from SR, 5/16/22, A thank you note  
Email from CC, 5/17/22, April minutes for review  
Email from AG, 5/17/22, WFPL reminder Zoom Trustee Meeting  
Email from SR, 5/17/22, 20220518BoLT Agenda (revised)

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of June 15, 2022  
Council on Aging, Wayland Town Building  
41 Cochituate Road, Wayland, MA

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted via Zoom, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda and Town Website. Public Comment was available by a 'hand raise' on Zoom.

The following members were present and participated remotely: Aida Gennis, Chair, Judy Dion, Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Library Director Sandy Raymond.

**Call to Order at 9:11 AM**

**1. Public comment: none.**

A. Gennis made two announcements: on Thursday, June 16, is an online event discussing Juneteenth, sponsored by the WFPL and other area libraries. This Saturday in the library parking at 3 PM is an event celebrating hip-hop music history. S. Raymond noted the library will be closed on Monday for the Juneteenth holiday.

**2. Review and approval of Meeting Minutes, possibly including, but not limited to May 18, 2022.**

A small pollinator garden proposed by a Wayland Girl Scout Troop is now installed on the front lawn on the street side of the iron fence. DPW was consulted. Girl Scouts will maintain it. A. Gennis noted the wrought iron fencing is original to the building and now in view after removal of overgrown vegetation. J. Dion asked about coordination with the Wayland Native Pollinator Task Force; S. Raymond will follow up. A. Gennis suggested an information piece be displayed with this garden.

J. Dion moved to approve the minutes, second by E. Scola. Approved 6-0 in roll call vote.

**3. Trustees Monthly Reports: Financial/Statistical Reports, Director's Report.**

Chair A. Gennis asked about operating budget financial turn-backs to the Town; S. Raymond responded that it is too soon to tell. Some non-salary funds remaining may be reallocated to Books & Materials. Most of the Trustees' funds allocated to cover the shortfall for the Friends has been expended.

Circulation statistics were briefly reviewed.

Chair A. Gennis asked if attendance for children's programs include attending adults. S. Raymond confirmed it does. Outdoor programming for children is increasingly popular. E. Donnelly noted that Head Youth Librarian Pam McCuen's visits to the local schools are inspiring interest in books.

Discussion to discontinue the subscription for curbside pickup reservation software (\$300-500) due to declining use, clarified it is for scheduling pickup of materials, not for requesting items through the MLN catalog. The subscription will be discontinued.

4. Round Room window restoration project update, consider not pursuing interior storm windows, possibly vote the question of returning remaining CPA funds \$9,410.

The Round Room window restoration project is complete. Remaining funds are for purchase and installation of interior storm windows. The CPC chair asked Trustees consider returning the remaining funds if this project is not being pursued.

Discussion included information from the Public Building Director that the interior storm windows would be as large as the existing windows; no space available for off season storage onsite or elsewhere in town; several staff required seasonally to install and remove the storms carefully; existing windows are curved, storms will be straight, may be visually distracting; suggested energy savings may not be realized in this case.

There are no negative consequences with the CPC if the funds are returned. E. Scola had information from the Historical Society that similar inner storm windows were installed at the Museum, discovered they did not have the stated UV protection for materials. Suggested UV exposure be considered in making decision. Discussion: no historical materials only current ones are in the Round Room, UV exposure not much impact as materials are not there for long; climate throughout the year has been much better in the room since the windows were replaced. J. Dion will inquire about other buildings' experiences with such windows and if curved inner storms are available. Action deferred to a future meeting.

5. FY2022 Action Plan, discuss progress. FY2023 Action Plan, review

Final update on FY2022 Action Plan: A. Gennis noted that the expansion of audiobooks and e-books has been very effective in offering additional resources for patrons during this pandemic; the term "library redesign" doesn't indicate the relatively small scope of some internal study and reorganization for ADA work and possible lower level work space changes; follow up action for a library foundation needs a goals discussion. A. Gennis asked for progress of a Spanish language story time and the school bus drop off for teens. S. Raymond noted the eligible employee has left, she will explore a Chinese language story time; will check with the schools about reinstating the middle & high school-bus drop-off.

Chair A. Gennis asked how the Library newsletter is coordinated with the Library's social media channels. S. Raymond said a firm, Orange Boy, with a specialty in library communications was explored. Some ideas may be implemented directly by the Library such as auto-subscriptions to the newsletter for new cardholders with an opt-out option. A. Gennis asked if it is time for a dedicated staff for social media coordination; S. Raymond feels the process works very well as is.

There was some discussion about the Friends' future work. The Friends currently fund almost all library programs and museum passes.

The FY23 Action Plan is an initial draft for review in advance of discussion at a future meeting.

6. Policy review, possible vote to approve:

A. Collection Development Policy. Discussed language that only Wayland residents may challenge items in the collection. A. Gennis consistent language with other policies. W. Treese moved to adopt the policy as revised with additional minor modifications for style edits. Second by E. Scola. Approved 6-0 by roll call vote.

- B. Library Program Policy. S. Raymond noted that the program policy needed to clarify some language related to programs being challenged. J. Dion asked if staff has sufficient information or guidelines to determine accessibility for events. Trustees discussed the language regarding accessibility requirements and minor rewording; S. Raymond will review. Discussion will continue at a future meeting.
7. Library's 175 Anniversary, discuss possible celebration.  
Chair A. Gennis described the context for the early work described by the 175th anniversary project update. Discussion will continue at a future meeting. S. Raymond noted that there will be a juggler on the Library back lawn as part of a children's program tomorrow.
8. Trustees reports and concerns.  
A. Gennis asked for this month's COVID response timeline. S. Raymond will send after the meeting. A. Gennis spoke to Ben Keefe about getting the repair work underway. Funds voted at ATM22 for document preservation project have been received from the Community Preservation Committee. A. Gennis reminded, the MBLC reminds that 50% or more of today's services are programs and to plan space and resources for this. Suggested a "Programs" line may be appropriate for the operating budget. Next meeting July 27.
9. Topics not reasonably anticipated by the chair within 48 hrs of the meeting. None.
10. E. Donnelly moved to adjourn the meeting. Second by L. Hart. Roll call vote to adjourn 6-0. Meeting adjourned at 10:47 AM.

Next meeting: July 27, 2022

Respectfully submitted by Win Treese

Documents for the Meeting

20220518BOLT mins DRAFT (1)clean.docx  
20220615 BoLT Agenda.pdf  
20220615 BoLT dr.pdf  
@Trustees Circ Stats FY22.xlsx  
Article 34 CPA Funds for Rotunda Windows.pdf  
CPA Application-Library windows.pdf  
Collection Development 2022 potential revision.docx  
FY2022 Action Plan with Progress.docx.pdf  
FY2023 Action Plan.pdf  
Library Program Policy DRAFT 6\_2022.docx  
Request for Reconsideration 2020.pdf  
Summary Reports Other for Trustees as of 20220607.pdf

Summary Reports for Trustees as of 20220607.pdf

WPL Project\_ June Update.docx

Email from SR, 5/25/22, 20220525 Interim Director's Update

Email from SH, 6/6/22, Wayland Circ Stats May 2022 F'Y22

Email from EB, 6/7/22, Trustee Budget Reports

Email from SR, 6/9/22, Fwd: [allregions] ALERT Attacks on MA libraries by Rayla Campbell, candidate for Secretary of State

Email from SR, 6/10/22, 20220615 BoLT Agenda and Supporting Documents

Email from LH, 6/10/22, WFPL - May 18, 2022 Minutes...

Email from AG, 6/10/22, WFPL - collection challenges

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of July 27 2022  
Wayland Free Public Library  
5 Concord Road, Wayland, MA

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted in person, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting in person. In person attendance will be at the meeting location listed above and the public is welcome to attend. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

The following members were present: Aida Gennis, Chair, Judy Dion, Leah Hart, Win Treese, and Library Director Sandy Raymond, Human Resource Manager, Kate Ryan.  
Absent, Trustees Elaine Donnelly, Elisa Scola.

Call to Order at 9:16 AM

1. Public comment: none.
2. Review and approval of Meeting Minutes, possibly including, but not limited to June 15, 2022. L. Hart moved to approve the minutes, second by W. Treese. Approved 4:0
3. Monthly Reports: Financial/Statistical, Director's Reports, if available including Covid 19 update. Total circulation is higher than past few years: Overdrive use has increased over the past 9 years from 8,000 (2013) to 46,000 (2022). Hoopla use has doubled from 2018. Trustees asked that data from 2019-2020 be included in this year's report to consider pre- pandemic trends from 2019-20 with pandemic years. Financials: 6% of the year completed to date. Turn backs to town in the last fiscal year: \$90 from the operating budget; \$22,898.90 in personnel cost due to low staffing and two-year delay in paying the COLA. Staff has now, in this new fiscal year, received COLA increases due. Trust Fund report briefly reviewed. Except for one part-time union position, the Library is now fully staffed. Director's Interim Reports on June 30 re: updating services and programs; July 18, re: July 17, 2022 letter in Boston Globe, by Kelly Linehan, Director, Waltham Public Library: Libraries save the summer and maybe democracy too; July 20 re: Library serving as cooling station during heat wave; Covid Timeline Report received.
4. Director's Annual Performance Evaluation: receive the composite evaluation, discuss performance goals for FY23, discuss evaluation tool for 2022 -23. Kate Ryan, Human Resource Manager present. A. Gennis presented a review of the evaluation process and timeline. Director S. Raymond received the composite evaluation prior to the meeting, requesting it be emailed. Trustees received the composite evaluation at the meeting to read. A. Gennis thanked Director S. Raymond for her work and operation of the Library. A. Gennis stated and acknowledged the Composite Evaluation was received by the Director and Trustees, and the review is complete. Discussion of the evaluation tool: Human Resource Manager, K. Ryan commented the tool could be streamlined. S. Raymond offered a proposed revision to stream line the tool. Trustees

discussed some consolidation of the tool for the next review period ending on June 28, 2023. W. Treese will consolidate and K. Ryan will review. Discussion of performance goals moved to the next Trustee meeting, August 17th. K. Ryan will attend, if possible.

5. Policy review, possibly vote to approve: Programming Policy, Meeting Room Use Library Program Policy: edits were discussed, S. Raymond will make the copy edits, circulate final copy to Trustees for possible vote at next Trustee meeting. Meeting Room Use: minor edit for clarity to the Policy title: *Raytheon Meeting Room Use Policy*. The print application to use the Raytheon Meeting Room will include Policy item #12: the Library will deny meeting space to any group/individual that discriminates on the basis of several categories. W. Treese moved to approve the “Raytheon Meeting Room Use Policy” with minor copy edits, second by L.Hart, Approved 4-0.

6. Website redesign: discuss, possible vote to request quotes.

S. Raymond and W.Treese summarized the benefit of a website refresh: current website is outdated, not mobile friendly, technology and users use of it has changed, the website needs updating. The estimated cost may be \$25,000 - \$35,000. A vendor with specific experience redesigning Library websites is desirable. Discussion of difference between a Scope of Work and Request For Proposals, a Scope of Work is needed due to the cost threshold of this project. Trustees reviewed material prepared for an RFP which can be adapted for a Scope of Work. W. Treese moved to solicit quotes for a website redesign not to exceed \$35,000, second by J. Dion. Dir. Raymond and the Town’s Procurement Officer will proceed with the selection process. Approved 4:0

7. Library’s 175 Anniversary, discuss possible celebration.

MJ Wright, Bibliographic Librarian present. MJ Wright shared that Brandeis students have funding by the Mellon Foundation. They will contribute their research as one part of the 175 Anniversary. The students research will be written up, possibly in a pamphlet form. Trustees and Director will discuss at a future meeting the planning of special event(s) for the anniversary which falls in March 2023.

The Library received an LSTA Grant, \$6,000. Archived materials will be used for displays with themes such as women and slavery, among others. A case with UV protective glass will be purchased to display material.

8. Trustees Reports and Concerns.

Annual Report is due in September with 1000-word cap. J. Dion will be involved as Trustee with the Report. Also, several donations received in honorarium.

9. Topics not reasonably anticipated by the Chair 48 hours in advance of meeting: none

10. W. Treese moved to adjourn the meeting, second by J. Dion. Vote to adjourn 4:0  
Meeting adjourned at 11:16 a.m.

Next meeting: August 17, 2022

Respectfully submitted by Leah Hart

Documents for the Meeting:

Library Director Annual Review BoLT Process  
WFPL BoLT Perf. Eval. Goals for Dir. SR 21 -22  
WFPL Library Director Eval Tool 6.28.2021 - 6.28.2022  
Frequently Asked Questions About Evaluation, MA Atty General  
Select Board Town Manager Act signed by Gov. Baker 3.9.2022 pdf  
MJ's Update on Library's 175th Anniversary.doc  
KP #823464\_V1\_Wayl\_Library-Program\_Policy\_final draft  
20220727 BoLTdr.pdf  
KP#823488\_V1\_Wayl\_Meeting\_roomuse\_final draft  
20220615 BoLT minutes draft  
20220727 BoLT Agenda  
Covid Response timeline  
WFPL Director Evaluation Tool 2022  
WFPL Director Evaluation Tool proposed revision  
Self Evaluation  
Library Program Policy Final Draft clean  
Meeting Room Use final draft  
RFP Working draft 20220719  
Summary of Reports for Trustees as of 20220720  
Summary of Reports Other for Trustees as of 20220720  
Linehan Article  
@Trustee Circ Stats FY22  
FY2022 Monthly Circ Value Total  
Covid Library Response Timeline  
Collection Development 20220615 revisions  
Library Foundations 3.15.22  
0316\_LibraryFoundationWebinar  
Pollinator Garden Application  
Covid Response timeline

Email from SR, 7/26/22, MJ's Update on Library's 175th Anniversary  
Email from AG, 7/25/22, WFPL -docs for Trustee Meeting  
Email from SR, 7/25/22, Library Meeting Room Use Policy draft  
Email from SR, 7/25/22, 20220727 Directors Report  
Email from SR, 7/25/22, Library Program Policy Draft  
Email from WT, 7/22/22, June Minutes for review  
Email from SR, 7/21/22, 20220727 BoLT Agenda and Supporting documentation  
Email from SR, 7/20/22, Interim news flash  
Email from EB, 7/20/22, Trustee Budget Reports  
Email from SR, 7/18/22, From another MLN Director  
Email from SRH, 7/11/22, @Trustees Circ Stats FY22  
Email from SR, 7/11/22, Spreadsheets a go-go  
Email from SR, 6/30/22, subject blank  
Email from AG, 6/22/22, WFPL signing invoices - schedule

Email from AG, 6/20/22 WFPL quorum check for in person Trustee meeting July 27, Wednesday

Email from SR, 6/16/22, Collection Development 20220615 revision

Email from SR, 6/15/22, 2 more stragglers apologies

Email from SR, 6/15/22, A couple of missing documents

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of August 17, 2022  
Wayland Free Public Library  
5 Concord Road, Wayland, MA

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted in person, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting in person. In person attendance was available at the meeting location listed above and the public was welcome to attend. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

The following members were present: Aida Gennis (Chair), Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Library Director Sandy Raymond. Trustee Judy Dion joined the meeting at 9:22 a.m. Meredith Tobe, President of the Friends of the Wayland Public Library, joined for part of the meeting.

Call to Order at 9:16 AM

1. Public Comment: None.
2. Review and approval of Meeting Minutes, possibly including, but not limited to July 27, 2022. S. Raymond offered a minor edit for the minutes. E. Scola moved to approve the minutes as amended. Second by A. Gennis. Vote 5-0 in favor.
3. Monthly Reports: Financial/Statistical Reports, Director's Interim & Monthly Reports, Covid19 timeline, if available. Trustees discussed some of the timing of invoices and payments as reflected in the year-to-date spending. A. Gennis explained some of the background on the Library's trust funds. A. Gennis explained that information from previous pandemics (such as the 1918 flu) was very sparse. It is anticipated that library records from this time may be useful in similar future events. L. Hart lauded the team trivia event and the summer reading programs.
4. Welcome and conversation with Friends' President, Meredith Tobe. A. Gennis welcomed Ms. Tobe, President of the Friends of the Wayland Public Library (FOWL), to the meeting. She became President of the Friends last fall. The Friends provide funding for many important library programs which the Library's operating budget does not cover.

The Friends' plan and October membership drive and will better inform residents of their work and anticipate growing their membership. Regarding the continuity of book sales, the book carts in the lower level are now open and the books available for purchase. The logistics of the larger pre-COVID book sales, once held in the Raytheon Room and then in the Town Building, were challenging. The Friends are exploring alternatives for more frequent, smaller sales in addition to the ongoing book cart sales on the lower level. The most recent Children's Book Sale in May 2022 was much smaller than the pre-COVID sales with approximately \$1,500 in revenue, primarily on the first day. Depending upon what additional assistance may be requested, Friends historically contribute \$25,000-\$32,000 annually to the Library mostly generated by the former twice/year book sales and with the more modest book cart revenue. Their 2020 budget (as a

better pre-COVID typical year) funded: Museum passes, English as a Second Language services, Wayland Reads, Director's Fund, Children's programming, adult and other programming. The Friends often fund early purchase of materials and services the demand for which might not have been anticipated and are therefore not included in the library's appropriation from the town.

Appropriate storage of materials for the Friends' sales has been difficult. The Friends have very limited space within the Library and need to somehow find additional space for storage and sorting of materials for future sales. The Freight House has been well used for storage, but has limited accessibility, and other issues. E. Scola suggested if the Freight House is considered, there may be funding available through another Board.

A. Gennis noted that it would be helpful to have better communication between the Friends and Trustees and suggested a Friend attend Trustee meetings. No current Trustee is an active member of the Friends to bridge communication. A. Gennis asked if some members of the Friends leadership would like to participate in planning for the 175th anniversary, and M. Tobe agreed they would. M. Tobe asked if Friends may charge admission for some events if held at the Library. A. Gennis noted that the Programming Policy on today's agenda includes an allowance for the Friends to have such programs, in that donations may be suggested for programs to benefit the Library. S. Raymond expressed appreciation for the excellent relationship with the Friends. Trustees thanked M. Tobe for her work and the significant support the Friends provide for the Library.

5. BoLT 2022-2023 goals for Director, discuss, possible vote. Trustees and the Director individually considered goals and engaged in a planning exercise. Trustees and the Director individually proposed goals for the Director for FY23 and then worked together to group related ideas. W. Treese agreed to take the collected groups and provide a proposed set of goals for the next meeting.

6. Programming Policy, discuss, vote the question of approval. Trustees reviewed the draft Programming Policy and discussed the details of the language on donations to ensure that the Friends can hold events at the Library and raise funds through suggested donations or through product sales. W. Treese moved to approve as written. L. Hart seconded. Vote 6-0 to approve.

7. Library's 175 Anniversary, discuss: (1) possible celebration, and (2) update of Brandeis students' work on the history of the library. The 175th anniversary of the library is in March, 2023. A. Gennis suggested having a party/event planning group of Friends, staff, and Trustees. Previously, celebrations were held in 1988 (for the opening of the expanded building); in 2010 (for the reopening of the building after the Great Flood of March 2010); and in October 2016 for a retirement celebration for former Director Ann Knight. The latter two were on Sunday afternoons. E. Donnelly and E. Scola offered to help with planning. Trustees discussed some possible ideas for celebratory events. W. Treese suggested a possible evening event with a presentation in March along with a celebratory event in May.

8. Annual Report DRAFT, review, vote the question of approval. Trustees discussed some minor clarifications of the report. W. Treese moved to approve with changes and board chair and vice-chair to be filled in after that is voted at the next meeting. Second by E. Scola. Vote 6-0 to approve.

9. Trustees Reports and Concerns, including: Board governance, gifts in memoriam. J. Dion reported a generous gift in memory of former children's librarian Ann Flowers and suggested Trustees consider dedicating the new mobile shelving in the Children's Room in her memory. The Board returned to some discussion of ideas for a 175th anniversary celebration, including a theme of the importance of libraries in the lives of the community, perhaps a timeline of the Library's history, and working with the Friends and staff in planning events.

10. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: None.

11. E. Scola moved to adjourn the meeting, second by J. Dion. Vote 6-0 in favor. Meeting adjourned at 10:59

Next meeting: September 21, 2022

Respectfully submitted by Win Treese

Documents for the Meeting:

20220727BoLT Minutes DRAFT\_clean .docx  
20220817 BoLT Agenda.pdf  
20220817 BoLT dr.pdf  
COVID Library response timeline.xlsx  
Circ stats 10 years.xlsx  
FY2022 Annual Report DRAFT.docx.pdf  
Francis Wayland's speech at WFPL.docx  
Gift and Donation Policy DRAFT.docx  
Gifts 2003.pdf  
Library Director \_Performance Evaluation-FINAL-7.25.22.pdf  
Library Programming Policy Final clear copy.pdf  
Meeting Room Policy.pdf  
Summary Reports Other for Trustees as of 20220811.pdf  
Summary Reports for Trustees as of 20220811.pdf  
Summary of August 3, 2023 meeting.docx  
Trustees Circ Stats FY2020-2023.xlsx  
Trustees Circ Stats FY23.xlsx  
WFPL - BoLT Perf Eval Goals for SR 2021-22 dated 06.16, 2021.pdf

20220727 BoLT post-meeting documents and clarifications

20230803 Interim Update ps

Canoeing to the library

Trustee Budget Reports

20220817 BoLT Agenda and Supporting Documentation

July 2022 FY23 Circ Stats

WFPL - Trustee meeting Wed. Aug. 17, in person, 9 a.m. Raytheon Room

July 2022 draft minutes

More circ stats

20220817 Agenda timing

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of September 21, 2022  
Wayland Free Public Library  
5 Concord Road, Wayland, MA

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted in person, in accordance with applicable law. This means that in-person attendance was available at the meeting location listed above and the public was welcome to attend. This meeting may be recorded which will be available to the public on WayCAM as soon after the meeting as is practicable.

The following members were present: Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Library Director Sandy Raymond. Interim Town Manager Stephen Crane joined for part of the meeting. Emily Kristofek, co-chair of the Friends' Book Sale, joined as Friends' liaison for the meeting.

Call to Order at 9:05 AM.

**Public Comment.** None.

**Review and approval of Meeting Minutes, possibly including, but not limited to August 17, 2022.** S. Raymond offered two minor edits for the minutes. E. Scola moved to approve the minutes as amended, with a second by J. Dion. Vote 6-0 to approve.

**Monthly Reports: Financial/Statistical Reports, Director's Reports, 2023 Holiday Closing calendar, possible vote.** A. Gennis noted Trustees asked that circulation data include FY2020 data for continuing pre-pandemic comparisons. DPW has cleared more space behind the Freight House, which may allow even more cars to park there. Trustees wondered if the space could have signs to direct rail trail parking be located there. W. Treese noted that signage might be needed to make the public aware of the additional parking. S. Raymond said that a new office manager accepted an offer last night. Work on the MBLC State Aid financial report continues with some challenges since the previous office manager left. The dates on the Holidays Closings list were amended to show Sat., Sept. 2 – Mon., Sept 3, for Labor Day Weekend, and 9/9/2023 as the Saturday on which normal business hours resume in the fall. E. Scola voted to approve the holiday closing as amended; second by J. Dion. Vote 6-0 to approve.

**Friends' update.** Emily Kristofek gave an update from the Friends. The Friends continue to have serious concerns about lack of space for book donations and processing for their book sales. E. Kristofek brought a letter from Meredith Tobe, President of the Friends, requesting the Trustees's assistance in finding permanent space to sort, store, and sell donations. They are using as much space as can be spared in the library now, with boxes of books located in some office areas, the Raytheon Room, and the Freight House. Books for an ongoing sale are also located on the lower level. In particular, the Freight House is not a good place to store books. Right now, book sales from the shelves in the lower level hallway average \$475 per month.

Discussion included whether the Raytheon Room could accommodate an ongoing book sale, which could alleviate some of the storage requirements. Changes in the use of the room during the pandemic may offer an opportunity to reimagine its use. Discussion to be continued at a future meeting.

**BoLT 2022-2023 goals for Director, discuss, possible vote.** W. Treese gave a brief overview of the preparation of the Trustees' performance evaluation goals. After some discussion, goal #4 was amended to read "Continue emphasis on encouraging staff development."

S. Raymond noted it would be helpful to have the goals closer to the evaluation date, asking that in the future earlier goals would be better. Trustees agreed, A. Gennis reminded all of some of the unfortunate delays in this year's process.

E. Scola moved to accept as amended; seconded by L. Hart. Vote 6-0 to approve the FY23 Trustee Performance Goals for the Director.

**Visit with Interim Town Manager, Stephen Crane.** A. Gennis welcomed Interim Town Manager Stephen Crane, who began with an overview of the role of the Town Manager under the new Town Manager Act, both with respect to the town in general and the Library. A. Gennis asked about priorities of the Library maintenance projects in the Town's project queue. S. Crane said that planning for them is underway; the department was focused on repairs for the roof at Loker before school started. One overall challenge is that the town now must manage many ongoing projects at different stages. S. Crane noted that there may be opportunities for use of space for programs opened by the Council on Aging project after their new space is available. Trustees asked about continued use of the Freight House due to its proximity. S. Crane suggested Trustees also perhaps discuss needs and opportunities with the Historical Commission.

**175<sup>th</sup> Anniversary planning, update.** Trustees discussed possibilities for a 175th anniversary celebration. No decisions were made or votes taken.

**Board Governance, discuss, vote officers.** A. Gennis explained the roles of the Board officers: Chair, Vice-Chair, and Secretary. In current practice, the Secretary's role is primarily as Corresponding Secretary, and various members have been taking turns at recording the minutes. Trustee bylaws and governance were discussed.

W. Treese moved to nominate A. Gennis as Chair, L. Hart as Vice-Chair, and J. Dion as Secretary; second by E. Scola. Vote 6-0 to approve all.

**Trustee Reports & Concerns.** None

**Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.** None.

E. Scola moved to adjourn the meeting, second by E. Donnelly. Vote 6-0 in favor. Meeting adjourned at 11:15 AM.

Next meeting: October 19, 2022, 9 AM.

*Respectfully submitted by Win Treese*

## **Documents for the Meeting**

@Trustees Circ Stats FY23.xlsx  
175 years where does the time go.pdf  
2023 Holiday Closings.docx.pdf  
20220817 BoLT Minutes DRAFT.docx  
20220921 BoLT Agenda .pdf  
20220921 BoLT dr.pdf  
Director's FY2023 goals.pdf  
FY2023 Library Director goals.pdf  
Library Trustees by-laws.doc  
WFPL Board of Library Trustees bylaws 03.21.07.pdf

## **Emails for the meeting**

Email from SR, 8/17/2022, 20220817 BoLT post-meeting actions  
Email from SR, 8/30/2022, 20220830 Director's Interim Report  
Email from SH, 9/13/2022, Wayland Library Circulation Stats Aug 2022 FY23  
Email from SR, 9/14/2022, Fwd: Children's Room Question  
Email from SR, 9/14/2022, 175 years..... where does the time go?!  
Email from WT, 9/15/2022 August minutes for review  
Email from ED, 9/15/2022, Re: 175 years .....where does the time go?!  
Email from AG, 9/16/2022, WFPL - Trustee meeting Wed., Sept. 21st at 9:05 a.m. in person – discussion, elect officers  
Email from SR, 9/17/2022, Npl 150tg  
Email from SR, 20220921 BoLT agenda and supporting documentation  
Email from WT, 9/19/2022, Re: 20220921 BoLT agenda and supporting documentation

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of October 19, 2022  
Wayland Free Public Library  
5 Concord Road, Wayland, MA

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted in person, in accordance with applicable law. This means that in-person attendance was available at the meeting location listed above and the public was welcome to attend. This meeting may be recorded which will be available to the public on WayCAM as soon after the meeting as is practicable.

The following members were present: Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Leah Hart, Win Treese, and Library Director Sandy Raymond. Emily Kristofek, co-chair of the Friends' Book Sale, joined as Friends' liaison for part of the meeting. Absent: Trustee Elisa Scola.

Call to Order at 9:05 AM.

**Public Comment.** None

**Review and approval of Meeting Minutes, possibly including, but not limited to September 21, 2022.** L. Hart moved to approve, second by E. Donnelly, vote 5-0 to approve.

**Monthly Reports: Financial/Statistical and Director's Reports, if available.** Circulation statistics were reviewed and considered against pre-pandemic statistics. Trustees discussed some of the variability in the numbers, which seem to remain within expected changes.

S. Raymond announced that Amy Conway started on Monday as the library's new office manager. Amy has a certificate in accounting and a master's degree in library science, although this is her first job in a library. Normal financial reporting should be back on track by the next meeting. Trustees will resume signing invoices in November and processing of donations will resume as well. In addition, the library received 26 resumes for a replacement for a circulation staff member. A short list of candidates to interview has been prepared, interviews haven't started yet. Children's librarian Carly Moniz is on maternity leave.

A. Gennis asked about attendance at in-person events at the library, which remains below pre-pandemic levels. Other libraries are also seeing continuing lower attendance. Many families seem to be continuing to be careful about public events.

Trustees briefly discussed the Girls Who Code program, which has so far generated too little interest among students to run this fall. Instructors for the program are available.

**Trustee funds, review.** A. Gennis gave an overview of the information summarized in the Trustees' fund report. She believes E-materials such as e-books/other circulating e-materials can be purchased as "books" under the terms of bequests to the library. The trustees discussed other permitted uses of the funds, which vary by bequest.

**Friends update, including space needs short term, long term.** Emily Kristofek, representing the Friends, reviewed notes from a letter to Trustees from Meredith Tobe, President of the Friends. They are looking forward to a one-day book sale on November 5, 2022. It may be open a day before for Wayland teachers to purchase books for their classrooms. The annual membership drive is underway, with a goal of 300 memberships. Book storage continues to be a challenge, and the Friends are looking for help both from the Trustees and from the Town. The Trustees and E. Kristofek discussed possible locations for ongoing book sales, including options and challenges of various other spaces within the library building.

**Budget updates: operating, 5-year capital plan.** S. Raymond will provide a draft operating budget for FY24 for Trustees review for next meeting. S. Raymond reviewed a draft 5-year capital plan request due October 28. Trustees reviewed the components of the maintenance and repair project, as well as ongoing maintenance concerns of a lesser scale,

**175th anniversary, including: celebration planning, Brandeis students work, pamphlet production funding.** E. Donnelly gave an update on planning for the 175th anniversary event. Discussion included holding one public outdoor celebratory event on May 7 with activities, cake & ice cream. Activities have not yet been determined. Consideration was given to patrons' comfort with outdoor events, that attendance at indoor events is still limited while outdoor events have robust attendance. Lead-up would be via web site, online presentations, and exhibitions, including from the Brandeis students who would not be available later in May.

**Building updates: maintenance; parking adequacy.** Trustees discussed these topics as part of reviewing the draft 5-year capital request.

**New website project, update.** A vendor for the web site redesign has been selected and the Town is proceeding with contract details.

**Trustee Reports & Concerns.** A. Gennis noted that the proposed operating budget, 5-Year Capital Plan and Action Plan will be needed for vote in November because of the deadlines for submitting those documents. She also reported that the MBLC plans to open a new round of construction funding in FY23 with deadline in 2024. The rules will be changing. An update on FY23 action plan will be presented at January meeting.

**Topics not reasonably anticipated by the chair 48 hours in advance of the meeting.** None.

**Adjourn.** L. Hart moved to adjourn, second by E. Donnelly. Vote 4-0 to approve.

The meeting adjourned at 10:52 AM.

The next meeting is on November 16, 2022, currently planned to be in-person at the library at 9:05 AM.

*Respectfully submitted by Win Treese*

#### **Documents for the Meeting**

2020\_01\_27 Trustees SmallFundList updated for Dec 2021.docx  
2022-09-21-BoLT-minutes DRAFT.docx  
202210 WFPL Issues.docx  
20221019 BoLT agenda.pdf  
20221019 BoLT dr.pdf  
@@Trustees Circ Stats FY2021-2023.xlsx  
@Trustees Circ Stats FY2018-2020.xlsx  
Brandeis History Progress Report September update.docx  
FOWL Letter to the Trustees 9.20.22 - Google Docs.pdf  
FY2022 Annual Report.docx.pdf  
FY2022 WFPL Annual Report  
FY2024 5YR & CIPs - summary.xlsx  
FY2024 Budget Guidance DRAFT.docx  
FY2024 Departmental Capital Project Instructions.pdf  
Open Capital - Library.xlsx  
Open Capital.xlsx

### **Emails for the meeting**

Email from SR, 9/21/22, FY2022 WFPL Annual Report  
Email from SR, 9/22/22, 175th project Fall update  
Email from SR, 9/23/22, (vi... FY2022 Annual Report FINAL  
Email from AM, 9/26/22, addendum to library publicity for 9/26  
Email from AM, 9/30/22, library publicity for October 3  
Email from AG, 10/11/22, WFPL quorum check Oct. 19  
Email from SR, 10/11/22, Fwd: [trustees-announce] Upcoming Trustee Deep Dives  
Email from SRH, 10/12/22, Wayland Library Sept 2022 Circ Stats FY23  
Email from SR, 10/14/22, 20221019 BoLT Agenda and supporting documentation  
Email from SR, 10/14/22, ps. more circ stats  
Email from SR, 10/14/22, 20221019 BoLT Agenda, this time the correct one  
Email from AG, 10/17/22, WFPL - TE meeting Wed. Oct 19, 2022  
Email from SR, 10/17/22, 20221019 Director's Report  
Email from WT, 10/17/22, DRAFT minutes for BoLT meeting of 9/21/2022  
Email from SR, 10/18/22, 20221019 BoLT final installment supporting documentation  
Email from SR, 10/18/22, 20221019 BoLT supporting documentation: 1 more on the CIP  
Email from SR, 10/18/22, WFPL's new Office Manager, Amy Conway!

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of November 16, 2022  
Wayland Free Public Library  
5 Concord Road, Wayland, MA

Pursuant to Chapter 107 of the Acts of 2022, this meeting will be conducted in person, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting in person. In person attendance will be at the meeting location listed above and the public is welcome to attend.

The following members were present: Aida Gennis (Chair), Judy Dion, Elisa Scola, Win Treese, and Library Director Sandy Raymond. Emily Kristofek and Carol Schneider, co-chairs of the Friends Book Sale, joined part of the meeting. Absent: Trustees Elaine Donnelly, Leah Hart.

Call to Order at 9:06 AM.

**Public Comment.** None

**Review and approval of Meeting Minutes, possibly including, but not limited to October 19, 2022.**  
J. Dion moved to approve the minutes. Second by E. Donnelly. Vote 4-0 to approve.

**Monthly Reports: Financial/Statistical and Director's Reports, if available.** Trustees reviewed and briefly discussed the monthly financial, circulation, and Director's reports. The "Upcoming programming" section in the Director's report was incomplete for the youth activities, and an update will be sent to Trustees.

**Discuss, possible vote: FY2024 Operating budget, FY2024 - 5 Year Capital Improvement Plan.** The current Town process requires a standard-format spreadsheet for the Operating budget submittal. Since the spreadsheet is not yet available, Trustees reviewed a chart with the explanation of differences. A. Gennis asked if the highest circulation statement in the explanation was accurate, and it will be removed. Language in the explanation will be clarified that the work on the building is maintenance and repair, not renovation. Trustees discussed the continuing challenges of the limited parking, which clearly limits, and restricts, attendance at many library events, primarily because of competing municipal uses. Trustees also discussed use of funds for furniture and small equipment. W. Treese moved to approve the proposed operating budget as revised. Second by E. Scola. Vote 4-0 to approve.

Note: the agenda item "25-Year Capital Improvement Plan" should have been listed as "FY2024-2028 5-Year Capital Improvement Plan." Trustees discussed that the descriptive details and justifications were difficult to read in the Town format documents. Trustees discussed the proposed FY2028 project to improve the grounds, noting some of the proposed improvement may be completed with the upcoming ADA work. For the proposal for mobile shelving in the North Wing (the stacks), additional conversation about the effects of reducing available shelf space will be needed.

Trustees discussed the recommended change in the planned estimate for the cost of a possible new building. J. Dion noted that the numbers on the summary spreadsheet were not consistent with the individual request forms. Trustees encouraged an earlier discussion for capital items, beginning at the close of each fiscal year, and that descriptive details be presented in full separately.

J. Dion moved to approve the capital proposals with the following text for the Library Grounds Improvements item:

*Project Title: Library Grounds Improvements*

*Project Description: Design and implement improvements to the Library grounds to accommodate multiple needs, including outdoor programming and seating, safety and accessibility, parking, and environmental stewardship.*

*Project Justification: The WFPL seeks a thoughtful redesign of the library grounds to adapt to 21st century needs.*

- *Current use of the grounds is limited to parking, with remaining spaces dominated by overgrown, outdated landscaping.*
- *The popularity of outdoor programming (held on the lawn on the northern side of the building) introduced during the pandemic has identified a previously unrealized opportunity for expanding programming capacity without enlarging the building's footprint.*
- *Currently no safely accessible group gathering space exists outside of the building; access to the north side of the building requires use of a dirt path that ascends a steep grade.*
- *A redesign would maximize use of the Library grounds to offer safely accessible programming and reading areas.*
- *Consultation with a landscape architect may also result in plans that could improve traffic flow, pedestrian routes, and book drop access in the parking lot.*
- *A redesign of the landscaping will include an updated planting scheme that prioritizes native species over exotics, fostering environmental stewardship and serving as an educational opportunity for patrons.*

S. Raymond will also clarify with Ben Keefe to make the numbers for the new building request consistent.

J. Dion moved to approve the revised 5-Year Capital Plan submissions, E. Scola second. Vote 4-0 to approve.

**Friends' update, including Fall Book Sale.** Emily Kristofek and Carol Schneider noted that net income was about \$2,300 for the one-day sale. The Raytheon Room has not been used for book sales for many years; instead, the Town Building's Large Hearing Room has hosted the fairs until 2020. There were a number of difficulties holding the book sale once again in the Raytheon Room. Parking was inadequate. Setup and cleanup time were both frantic because of the tight timing around library operations and use of the space. It was quite crowded, and checkouts were held in the hallway. Normal Saturday attendance is around 175, while over 650 people visited during the 6 hour sale, with a line forming an hour before it opened. The Friends propose an ongoing book sale setup in the Raytheon Room. This would allow moving the current sale-related materials from both the downstairs hallway, the office hallway, the Director's office, and eliminate the need for longer-term storage. It would accommodate continuing use of the Raytheon Room for library program and meeting purposes. The Friends are also contemplating additional use of the room for events sponsored by the Friends, such as bake sales and children's activities. S. Raymond noted that this proposal coincides with lower attendance at in person events in the Raytheon Room. S. Raymond suggested some events may work well in the mezzanines and other upstairs spaces. The discussion will continue at the next meeting. Trustees will consider the functions within a municipal building. Trustees will also review the meeting room policy for any necessary changes should this move forward.

**FY2024 Draft Action Plan review, due 12.1.2022 to MBLC.** This action plan, as year 4 of a 5-year plan, was envisioned as a year of reflection of the accomplishments in the first 3 years, as indicated by the several items where the action is "evaluate". The FY24 Action Plan continues several actions from FY23. No vote on the Action Plan is required.

**Holiday Open House.** The Library will be participating in the Wayland Center Holiday Open House from 2-5 pm, along with the Grout-Heard House Museum, the Wayland Depot, First Parish Church. The event will be on Sunday, December 4, 2022, with varying times for special events at each location. The Library will have a Jazz Holiday Concert with local musicians Thomas Meunier and Cindy Lou from 3:00-3:45 PM. Refreshments will be provided by the Friends.

**175th anniversary celebration.** Trustees briefly reviewed current plans for the 175th anniversary celebration to be held next spring, with a suggestion to reserve the downstairs display case for March, April, and May to coincide with celebratory events. A. Gennis mentioned several items from E. Donnelly. E. Donnelly will provide additional information at the next meeting.

**WFPL-Working Group. Building maintenance & repairs project overview, including Trustees goal for continuity of services during work.** The working group on the Library maintenance, repairs, and improvement project would like to know from Trustees what they prefer and/or require for availability of services during the repair work for the library. Trustees discussed options for what is needed, including ways to maximize keeping the library open on-site as much as possible during construction, as well as closing the library with limited services provided elsewhere in the town. Trustees wondered if one design alternative, could be relocating the elevator, which would possibly simplify how much the library would be closed. Other ideas and suggestions will be communicated to the WFPL Working Group.

**Discuss, possible commemoration of former Children's Librarian, Ann Flowers.** This item was passed over.

**Trustee Reports & Concerns.** None.

**Topics not reasonably anticipated by the chair 48 hours in advance of the meeting.** None.

**Adjourn.** J. Dion moved to adjourn. Second by E. Scola. Vote 4-0 to approve.

The meeting adjourned at 11:11 AM.

The next meeting is on December 21, 2022, currently planned to be in-person at the library at 9:05 AM.

*Respectfully submitted by Win Treese*

#### **Documents for the Meeting**

@@Trustees Circ Stats FY2021-2023.xlsx  
@FY2024 - 2028 5 year plan.xlsx  
2022-10-19 BoLT Minutes DRAFT.docx  
20221116 BoLT agenda.pdf  
20221116 BoLT dr.pdf  
FY2024 Action Plan.docx  
FY2024 Library Budget Request DRAFT.docx  
FY2025 CIP RFID Mobile Shelving.xlsx  
FY2028 CIP Grounds improvements.xlsx  
FY2028 CIP New Facility.xlsx  
Spending Summary as of 20221107.xls

Trust fund Summary as of 20221107.xls  
WFPL - WGrp 10-26-2022.pdf

**Emails for the meeting**

Email from SRH, 11/8/2022, To Wayland Library Circ Stats FY23 October 2022  
Email from AC, 11/10/2022, Summary reports in preparation for the Trustees' meeting  
Email from SR, 11/10/2022, 2022116 BoLT Agenda and some documentation  
Email from WT, 11/10/2022, DRAFT meeting minutes from BoLT meeting - October 19, 2022  
Email from AG, 11/14/2022 WFPL -Working Group meeting notes  
Email from SR, 11/14/2022 2022116 BoLT remaining documentation, and now for the rest of the story

Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes  
Wednesday, December 21, 2022  
8:30 AM  
Wayland Free Public Library  
5 Concord Road, Wayland, MA

Present: Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Library Director Sandy Raymond. Librarians Marjanneke Wright, Pam McCuen, and Courtney Michael joined parts of the meeting. Emily Kristofek joined part of the meeting as liaison from the Friends.

Call to Order at 8:35 AM.

**Public Comment.** None. Testing of the alarm with a new fire panel was in progress during the public comment period.

**Review and approval of Meeting Minutes For November 16, 2022.** The draft November minutes were slightly revised with minor copy edits. In addition, the statement in the draft minutes of the December meeting that “The draft minutes were revised to reflect correct details of the November meeting” was revised as follows with respect to the revisions of the minutes of the November meeting:

The statement in the November minutes that “The ‘Upcoming programming’ section in the Director’s report was not fully up-to-date and will be sent to Trustees.” was revised for clarity from the draft minutes presented at the December meeting to say “The ‘Upcoming programming’ section in the Director’s report was incomplete for the youth activities, and an update will be sent to Trustees.”

The statement in the draft December minutes that “E. Scola moved to approve” was revised to state that “E. Scola moved to approve the minutes as amended”; second by J. Dion. Vote 6-0 to approve as amended.

**Monthly Reports: Financial/Statistical Reports, Director’s Report.** A. Gennis asked if the funds record of new amounts is properly allocated; S. Raymond will check. S. Raymond is working with the Town on a dispute with a bank on the handling of a deposit.

S. Raymond reported that the rain last Friday was coming in through the top of the frame of the curved window on the swamp side of the Round Room. Investigation and repair work continues. Vendors capable of making repair have been slow to respond.

**Vote question of payment: ESL trainer for Spring and Fall 2022 training session Invoice 2022, \$1,200.00, \$600 to each, Virginia Steele & Jane Albert.** The invoice circulated before the meeting was incorrect and a revised version will be sent out. The summary amounts in the meeting agenda were correct. W. Treese moved to pay invoice #2022 for ESOL services, \$600 each to Virginia G. Steel and Jane Albert from the Millennium Fund. Second by E. Scola. Vote 6-0 to approve.

**Vote question of payment, Mass. Library Trustees’s Assoc. Trustees’ annual board membership, \$100.** E. Donnelly moved to pay the board’s annual membership for the Massachusetts Board of Library Trustees, in the amount of \$100 from the Millennium Fund. Second by E. Scola. Vote 6-0.

**Website redesign, update vote of July 27, 2022: vote question of payment to Stirling Brandworks not to exceed \$25,000 from Millennium Fund or other Trustee fund.** E. Scola moved to expend an amount not to exceed \$25,000, with the funds coming from the Millennium Fund, to engage Stirling

Brandworks to proceed with the proposed redesign of the library web site. J. Dion second. Vote 6-0 to approve.

**Vote question of payment of \$140.00 from Ingram Invoice #62877860 for books to meet minimum annual expenditures required by three early library funds: 1863 James Draper Fund \$30 books, \$30 repairs of books or new books/maps; 1894 James Sumner Draper \$30 new books; 1903 Grace Campbell Draper Fund \$50 books not fiction, with inscription of the fund's title in the books.** W. Treese moved to approve the expenditures as proposed, with the proposed designated sources of funds. Second by E. Donnelly. Vote: 6-0 to approve.

**Discuss, vote question of approval of CPA application for funds to digitize 133 microfilm reels (1935 to present) of the Wayland Town Crier and the Wayland Library First Record Book (1850).** Librarian Marjanneke Wright joined the meeting to discuss a proposal to the CPA for funds to digitize microfilm archives for the Wayland Town Crier and other newspapers from the town. A. Gennis noted that both the Wayland Historical Society and the Wayland Historical Commission have written letters in support of the proposal. Some questions about terms of access remain to be worked out based on copyright issues. J. Dion asked if the physical microfilm would be retained; M. Wright said they would be. L. Hart moved to submit this application to the Community Preservation Commission. Second by E. Scola. Vote: 6-0 to approve. The statement in the draft December minutes "A. Gennis will write a letter to the CPC about it." was revised to state: A. Gennis will write a letter to the CPC Chair about the Trustees vote in favor of the application.

**Library's 175th anniversary event: update, vote question of approval of funds, not to exceed \$5000, for event costs.** Trustees reviewed the proposed budget for the 175th anniversary event. E. Scola moved to approve expenditures for the event not to exceed \$5,000, funds coming from the Millennium Fund. Second by W. Treese. Vote 6-0 to approve.

**Friends' update, discussion including: fall book sales, Raytheon Room use for ongoing book sale.** Emily Kristofek joined the meeting to discuss the Friends' book sales and possible use of the Raytheon Room for continuous sales. A sample bookcase for use in Raytheon Room was brought in for Trustees to see. Librarians Pam McCuen and Courtney Michael joined the meeting to discuss the effects of such use on both youth and adult programs. After discussions of layout possibilities and how to locate book sorting, trustees agreed that the Friends' proposal could proceed on a small-scale experimental basis, with the Board and the leadership of the Friends to evaluate how well it was working in approximately four months. This project will also be coordinated with any changes in library operations from the upcoming construction projects. The Friends were advised that the actual furniture selected must meet the normal requirements for furnishings in the library.

**WFPL-Working Group for building maintenance & repairs project update, including Trustees goal for continuity of services during work.** A. Gennis noted that this working group is meeting for the purposes of the building maintenance and repairs project approved last May by ATM22. This work is neither a renovation of the current building nor a plan for a new building. The Massachusetts Board of Library Commissioners has a new round of funding, to be announced in 2023, to support remodeling and/or expanding an existing building or new construction. Trustees will not be applying for funds in this round. A. Gennis also noted that the 5-year Capital Improvement Plan includes a placeholder for new library building. Each year the timeframe for such a project gets pushed out a year. The Town Facilities Department wants the Town to continue to be aware that at some point significant work will need to be done for the library, either on the current building or a new building. There are no plans for such work at this time,

**Trustee reports and concerns.** Upcoming meeting dates for 2023 are January 18, February 15, March 15, April 19, and May 17.

**Topics not reasonably anticipated by Chair 48 hours in advance of meeting.** None.

E. Scola moved to adjourn. Second by J. Dion. Vote 6-0 to approve.

The meeting adjourned at 10:42 AM.

The next meeting is on January 18, 2023, currently planned to be in-person at the library at 9:05 AM.

*Respectfully submitted by Win Treese*

### **Documents for the Meeting**

20221116 BoLT dr.pdf  
20221221 BoLT Millennium Fun Spending FY20222022.pdf  
20221221 BoLT agenda.pdf  
20221221 BoLT dr.pdf  
20221221 BoLT more detailed attendance data.pdf  
@@Trustees Circ Stats FY2021-2023.xlsx  
Bill WPL 2022.docx  
Booklet printing.pdf  
Budget Example\_ Friends Ongoing Book Sale.pdf  
FOWL Letter to the Trustees 11.16.22.pdf  
FY2024 Library Budget Request Approved.pdf  
Friends Project proposal.pdf  
Historical Comm Supports Town Crier Digitization (1).pdf  
Library Space a Planning Resource - Pandemic Considerations for Library Design -- MBLC resource booklet.pdf  
Project summary.docx  
Spending Summary as of 20221216.xls  
Stirling.pdf  
Trust fund Summary as of 20221216.xls  
WFPL - TE min 11-16-2022 - DRAFT.docx  
WFPL - WGrp 2022.11.16.docx  
WPL 175th anniversary.xlsx  
Wayland Library CPC Application for 2023-2024 (for Conservation and Digitization.pdf  
ingram\_62877860.pdf

### **Emails for the meeting**

Email from SR, 11/16/22, 20221116 BoLT updated supporting documentation  
Email from SR, 11/16/22, WFPL drainage  
Email from AG, 11/16/22, WFPL - proposal by Friends  
Email from AM, 11/18/22, revised library publicity for November 21  
Email from SR, 12/5/22, Holiday Open House  
Email from SRH, 12/9/22, FY23 Wayland Library Circ Stats November 2022  
Email from SR, 12/11/22, WFPL delayed opening  
Email from SR, 12/12/22, Heat fixed!  
Email from SR, 12/13/22, a flash from the past  
Email from AG, 12/13/22, WFPL - Quorum Check: Wed. Dec. 21st Trustee meeting

Email from SR, 12/15/22, 20221221 BoLT Agenda and supporting documents  
Email from SR, 12/15/22, 20221221 Director's report  
Email from AG, 12/16/22, WFPL - Trustee mtg, reminder  
Email from WT, 12/16/22, Re: WFPL - Trustee mtg, reminder  
Email from SR, 12/18/22, 20221221 Director's report: correction  
Email from WT, 12/18/22, DRAFT minutes from BoLT meeting of November 16, 2022  
Email from SR, 12/19/22, 20221221 BoLT: more detailed attendance data  
Email from SR, 12/20/22, 20221221 BoLT Millennium Fun Spending FY2022-2022  
Email from AG, 12/21/22, WFPL - Friends proposal - reminder Trustee meeting Wed. Dec. 21 @ 8:3...  
Email from AC, 12/22/22, Summary reports in preparation for the Trustees' meeting  
Email from AG, 12/20/22, WFPL - Meeting Room Use Policy - Wayland Free Public Library